



**Timothy M. O'Brien**  
Clerk of Court

**Kansas City Division**

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**Topeka Division**

444 S.E. Quincy St. (490)  
Topeka, KS 66683

**Wichita Division**

401 N. Market St. (204)  
Wichita, KS 67202

# Vacancy Announcement

## UNITED STATES DISTRICT COURT District of Kansas

**Position:** Jury Coordinator  
**Number of Positions:** One  
**Classification Level:** CPS CL 24/1 – CL 25/61  
**Salary Range:** \$36,192- \$65,016  
**Location:** Topeka, Kansas  
**Opening Date:** March 7, 2017  
**Closing Date:** Open until filled  
**Vacancy Number:** TO17-3

### POSITION OVERVIEW:

The Jury Coordinator performs administrative and customer service work to coordinate and prepare qualified jurors for jury selection, in accordance with approved internal controls, procedures, and rules. The incumbent assists in the jury process from beginning to end, and assists in ensuring the court's policies and procedures are carried out appropriately while maintaining the accuracy and integrity of the jury management system. The Jury Coordinator assists in ensuring efficient and fair operations related to the summoning, qualifications, selection, orientation, management, and payment of jurors for petit and/or grand juries, and makes appropriate determinations as to juror attendance.

### REPRESENTATIVE DUTIES:

- Perform duties relating to master wheel refill and grand jury selection. Monitor and record the jury questionnaire process, juror attendance, and selection. Provide support and assistance to jurors during jury service.
- Prepare and mail summons notices and forms. Process payments and reimbursements for jurors and prepare attendance certificates. Process returned summons, including data entry and preparation of excusal letters.
- Operate the court's Jury Management System (JMS) and the e-juror component of JMS and other automated systems. Perform quality checks on data entry and make appropriate corrections.
- Maintain and update the inbound and outbound telephone calls through use of interactive voice response system for summoned jurors. Maintain and update demographic and other information on juror candidates.
- Resolve routine juror candidate requests for deferral, waiver, or special needs. Prepare "failure to appear" letters and reschedule and or advise jury administrator on non-compliant jurors.
- Monitor court calendars to determine the appropriate number of jurors needed for each jury trial day.

- Work with and coordinate needs and jury activity with chambers' staff, clerk's office staff, U.S. Marshals Service, U.S. Attorney's Office, and other groups to ensure the smooth operation of high-profile or protracted jury trials.
- Check-in jurors, conduct juror orientation, and assist jurors with their logistical needs. Prepare and direct juries to the appropriate courtroom.
- Review and verify grand jury returns; provide operational and logistical support for grand jury, as required.
- Prepare and provide statistical data on petit and/or grand jury panels.
- Prepare, receive, and process juror exit questionnaires.
- Serve as a liaison for the jury administrator with other agencies, outside vendors, and local building management, as requested.
- Perform other related duties, as assigned

## **QUALIFICATION REQUIREMENTS:**

### ***Mandatory***

General Experience: Must be a high school graduate and have performed at least two years of progressively responsible clerical, office or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Some or all of the two years of required general experience may be substituted with education above the high school level.

Specialized Experience: Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of procedures that demonstrate the ability to apply a body of rules, regulations, directives or laws. It involves the routine use of specialized terminology and automated software and equipment for word processing, data entry or report generation. Educational substitution is not available for specialized experience. If hired at a grade lower than CL 25, promotion potential exists up to grade CL 25 without further competition. The length and complexity of a candidate's work experience dictates the pay grade for which he or she is eligible, as detailed below:

CL 24 (\$36,192 to \$58,871) – One year of specialized experience equivalent to grade 23 required.

CL 25 (\$39,979 to \$65,016) – One year of specialized experience equivalent to grade 24 required.

### ***Preferred***

Ability to communicate effectively orally and in writing, including speaking before groups of people. Applicants must have a demonstrated ability to work well with others and interact effectively and appropriately with the public, providing customer service and resolving difficulties while complying with regulations, rules and procedures. The position requires strong attention to detail and the ability to work well under pressure. Applicants must possess excellent computer skills and the ability to work with a variety of programs and applications.

## **TO APPLY:**

External Applicants: To apply for this position, please submit the following items:

- 1) a cover letter with salary requirements,
- 2) a detailed resume that includes a full educational and professional background,
- 3) a [Federal Judicial Branch Application for Employment and District of Kansas Supplemental Form](#), \*
- 4) a PDF of the completed package.

**\*THE AO 78 AND SUPPLEMENTAL FORMS ARE AVAILABLE ON OUR WEB PAGE UNDER THE “EMPLOYMENT” TAB AT: <http://www.ksd.uscourts.gov/employment/>.**

Internal Applicants: To apply for this position, please submit the following items:

- 1) a cover letter outlining why you want this position and why you believe your experience and skills would make you successful in this position,
- 2) a detailed resume that includes a full educational and professional background

Complete applications should be submitted by email to:

[ksd\\_recruitment@ksd.uscourts.gov](mailto:ksd_recruitment@ksd.uscourts.gov)

### **INFORMATION FOR APPLICANTS:**

The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, any of which actions may occur without any prior written notice. One or more positions may be filled from this vacancy announcement. This position is subject to mandatory participation in electronic payment of net pay (i.e. Direct Deposit) and a favorable background check, which may be subject to periodic updates. The U.S. Courts require employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request. Due to the volume of applications received, the Court may only communicate to those individuals who will be interviewed for open positions. Travel and relocation expenses will not be paid. Applicants must be United States citizens or eligible to work for the United States Government.

\*\*\* THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER \*\*\*